

**HANOVER COUNTY COMPREHENSIVE SERVICES ACT
COMMUNITY POLICY AND MANAGEMENT TEAM (CPMT)
MEETING MINUTES**

March 12, 2015

Hanover Department of Community Resources Meeting Room

Present: Jim Taylor, B.J. Zarris, Mickey Callendar, Sheila Crossen-Powell, Ivy Sager, Lynn Robbins, Jackie Manzer, Karlyne Snead, and Kara Brooks.

1. The meeting was called to order by Jim Taylor, Chair, on March 12, 2015 at 12:35 pm in the meeting room of the Hanover Department of Community Resources.
2. The minutes from February 12, 2015 were reviewed and approved by CPMT. It was noted that the scheduled CPMT meeting for February 26, 2015 was canceled due to the Hanover County Government's closure for inclement weather.
3. Jackie Manzer provided the fiscal report, summarized as follow:
 - At February 28th, we've paid out nearly \$2.0 million year to date, which is approximately \$130k higher than the same point last year.
 - The total paid and encumbered is \$4.0 million, which is \$340k higher than February 2014.
 - Encumbrances are \$213k higher overall than at the same point last year, but there's been some shifting in the categories as well, notably:
 - Congregate care encumbrances are \$175k higher than at the same time last year
 - Private day encumbrances are trending \$90k higher than at the same time last year
 - Wrap-around encumbrances are \$41k lower than last year
 - Non-mandated is \$14k lower than the same time last year
 - At February 2015, there is \$36,594 remaining for the non-mandated category and \$74,305 left in the wrap-around category
 - The local contribution rate is at 42.2%, which is behind last year's 41.3%, but still ahead of budgeted 43.5%
 - There is \$1,241,000 left in the County budget for expenditures, which is behind last year by \$580k which is partially attributable to a lower budget for FY15
4. Administrative items
 - a. CPMT reviewed the recommended co-payment policy changes. The CSA Coordinator shared that the changes are recommended to improve customer service, reduce duplicity, establish both rates for services (community and out-of-home rates) prior to initiating services and to create uniformity in the appeal process. The team reviewed the recommended changes and asked for additional detail regarding the staff roles for implementation, a flow chart outlining the process and review of the policy by the County Attorney. While discussing parental co-payments, CPMT acknowledged the need to explore a different rate structure for out of home placements. Jackie Manzer also stated that the DCSE rates are dramatically higher than the community based rates and generate a lot of appeals. Kara Brooks reminded CPMT that the parental co-payment and child support rates are determined by local policy. The team discussed various rate options. The Co-payment policy changes were tabled pending additional changes and the County attorney's approval.

- b. The [CSA Parental Agreement](#), was reviewed the CPMT Members. CPMT asked that the County Attorney review this agreement prior to re-implementation.
 - c. CPMT members were given a copy of the recent Memo #15-01 from OCS regarding Standardized Service Names. CSA and Finance are working with providers to implement these name changes now to accurately capture services and prepare for the effective start date of July 1, 2015.
 - d. Ivy Sager provided an update regarding the SEC workgroup recommendations regarding Parental Placements into residential programs, outside of the CSA and FAPT process. The State Executive Council will meet on March 19, 2015 to review the recommendations from the workgroup.
5. Upon a motion by Jim Taylor and seconded by Shelia Crossen-Powell, the CPMT went into Closed Session in accordance with Section 2.2-3711 (A)(4) of the Code of Virginia for the protection of the privacy of individuals in personal matters not related to public business for the consideration of funding requests on behalf of services for particular children and/or family and parental co-payment appeals for services.
 6. Upon a motion by BJ Zarris, seconded by Diane Brown, and approved by all members, the meeting was reconvened.
 7. Lynn Robbins moved to certify during the Closed Session, only public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act and only such public business matters as were identified in the motion for Closed Session were discussed. Mickey Callendar seconded the motion, with unanimous agreement by CPMT members.
 8. Lynn Robbins moved to approve the Authorizations of Payment for the Procurement of Services on behalf of children, BJ Zarris seconded the motion, with unanimous agreement from CPMT. The following cases and funding amounts were approved, for a total of \$283,035.74:

Case	FAPT #	Mandated Request	Mandated On Consent Requested	Non-Mandated Requested	Non-Mandated On Consent Requested
AL	2136	\$ 33,022.56	\$ -		
AL	2479			\$ 7,800.00	\$ -
AT	2472	\$ 23,483.50	\$ -		
ATC	2325	\$ 5,100.00	\$ -		
CE	2231	\$ 5,442.20	\$ -		
CS	2147	\$ 62,830.00	\$ -		
CW	2470	\$ 448.00	\$ -		
EL	2487	\$ 3,542.50	\$ -		
JF	2422	\$ 17,200.00	\$ -		
JG	2387	\$ 9,040.00	\$ 850.00		
JM	344	\$ 41,712.00	\$ -		
KC	2439	\$ 1,800.00	\$ -		
KR	2486	\$ 15,750.98	add \$20 for Parenting class listed on the IFSP		
LT	2471			\$ -	\$ 1,425.00
MC	2434	\$ 4,176.00	\$ -		
PE	2488	\$ 570.00	\$ -		
RG	2011	\$ 11,715.00	\$ -		
RP	2491			\$ 150.00	\$ -
ZC	2433	\$ 4,176.00	\$ -		
EZT	2408	\$ 28,957.00	\$ -		
Totals		\$ 268,965.74	\$ 850.00	\$ 7,950.00	\$ 1,425.00
Total Mandated		\$ 269,815.74			
Total Non-Mandated		\$ 9,375.00			
Education Mandated Only		\$ 3,825.00			
Total CSA Funds Requested		\$283,035.74 Total			

9. Lynn Robbins made a motion to vote on the parental co-payment appeals as discussed in closed session, and summarized as follows:

- Case #2398 Appeal accepted, the co-payment will remain at the community based rate, adjusted down from the residential rate;
- Case #2470 Appeal accepted; the outstanding balance was waived due to meeting the requirement that the medical bills account for 7.5%+ of gross income.
- Case # 2301 Appeal denied; no action was made based on the incomplete information provided. The case can be presented again if additional information is provided.
- Case # 2144 No decision was made. The appeal requires more information and can be reviewed at a later time
- Case #2432 and #2445 will be sent to the Treasures office for collections, per policy.

BJ Zarris seconded the motion and all CPMT members voted to approve the above actions related to parental co-payments.

10. Kara Brooks provided an update of the training that occurred on March 4, 2015 for the LACMs and the FAPT. The collaboration and team building activity was successful and there was a great staff turn out. The discussion during the activity highlighted the need for clearer expectations from CPMT (for FAPT and LACM), and the development a systematic approach to serving children in Hanover County. CPMT agreed that a clearer mission and vision statement needs to be developed and this conversation was tabled for a late date.

11. The meeting adjourned at 3:00 pm until March 26, 2015 at 12:30 pm in the Hanover Community Resources Conference Room.

*Virginia Code Section 2.2-5210 states: "All public agencies that have served a family or treated a child referred to a family assessment and planning team shall cooperate with this team. The agency that refers a youth and family to the team shall be responsible for obtaining the consent required to share agency client information with the team. After obtaining the proper consent, all agencies shall promptly deliver, upon request and without charge, such records of services, treatment or education of the family or child as are necessary for a full and informed assessment by the team. Proceedings held to consider the appropriate provision of services and funding for a particular child or family or both who have been referred to the family assessment and planning team and whose case is being assessed by this team or reviewed by the community management and planning team shall be confidential and not open to the public, unless the child and family who are the subjects of the proceeding request, in writing, that it be open. All information about specific children and families obtained by the team members in the discharge of their responsibilities to the team shall be confidential. Demographic, service and cost information on youths and families receiving services and funding through this chapter that is of a non-identifying nature may be gathered for reporting and evaluation purposes."